**University of Manchester**

**Faculty of Humanities**

**Draft Minutes of the Postgraduate Taught Programmes Sub Committee**

**Wednesday 19th March 2014 from 2.00pm in the Keeper’s Room, Whitworth Building**

**Present:**

**Members of Committee**

Matt Jefferies (Chair); Alex Bush (Student Union Rep); Dave Williamson (Law); Emma Sanders; Fiona Smyth (SEED); Lisa McAleese (Teaching and Learning Office Manager); Sarah Helsby (Teaching and Learning Officer & Secretary)

**By invitation**:

Steve Jones (SEED)

David Lowe (MBS)

**Apologies:**

Emma Rose (Head of Faculty Teaching and Learning Support Services)

Antoinette Perry (Marketing)

Abigail Gilmore (SALC)

**2. Minutes of the meeting held 26th February 2014**

**Corrections:**

Item 3.3 School nominations for committee members support – Jen O’Brien’s title to state Associate Teaching and Learning Director.

**Action: Sarah** to amend

Item 3.8‘IDPM Peace Building’ should be changed to state ‘SALC MA Peace and Conflict Studies’. It was noted that there is a concern over potential confusion with the International Development programme ‘Poverty, Conflict and Reconstruction'. This programme title change was approved for one year and will continue to be monitored via annual health checks.

**Action: Sarah** to amend

Otherwise agreed as an accurate record.

**3. Matters arising from the minutes**

* **3.5 Contact Hours Framework**

Lisa McAleese reported having circulated an email to Schools asking questions about the proposed PGT contact hours framework. Lisa will collate responses and inform the committee at a future meeting.

* **4. PTES 2014**

Sarah Helsby reported that comments from the previous PGT Programme Sub Committee have been forwarded to the TLSO and will be raised with the Higher Education Academy (HEA).

* **6.1 MSc International Development (SEED)**

Sarah reported awaiting amended papers from Gail Divall.

* **6.2 MSc Urban Design and International Planning (SEED)**

Sarah reported awaiting amended papers from Gail Divall

* **6.3 MSc Geographical Sciences (SEED)**

Sarah reported required amendments have been made.

* **7.1 LLM (Law)**

Included on today's agenda

* **7.2 MA Theology (SALC)**

Emma S reported that Ashton Bamfield is liaising with Nazarene Theological College regarding the required amendments.

**4. Distinguished Achievement Awards**

**Reported:**

Lisa McAleese reported that in February TLMG agreed that the Distinguished Achievement Awards will be separated out to create one award each for UG, PGR and PGT students per Faculty. In the past PGR and PGT students shared an award. The criteria for nominations have been revised too. Nominations should now be made for outstanding postgraduate students who have excelled in some significant manner, for example after the presentation of a thesis, based on the recommendation and judgment of the external examiner; or for a major achievement during a PGR or PGT programme, e.g. high quality journal publication; research spin off, etc.

**Agreed:**

It was agreed that the call for PGT nominations should be included with the other awards, but that a further reminder be circulated nearer to the TLO deadline in November.

It was also agreed that as examination boards may not be able to meet prior to the deadline, it was likely that nominations would not depend solely on academic criteria.

**Action: Lisa** will contact PGT Directors with arrangements for the submission of nominations before the TLO deadline.

**5. New/ Recent Programme Health Checks**

**Received**:

The group received a list of actual student intakes and the first three years’ target intakes for all new programmes and pathways. Schools were asked to speak to programmes which have failed to meet at least 50% of their target intake or those with odd patterns of recruitment. Schools were asked if those programmes not meeting target intakes were expected to achieve the expected intakes in the following year, and if not, would the programme be withdrawn.

**Agreed:**

It was agreed that it would be useful if Schools had an idea of at what level of student numbers programmes are able to breakeven. **Action: Ian Rodd** to be asked to confirm model to calculate the nominal figure for the cost for a PGT programme to break even.

**SEED**

1. MA Globalisation and Development has recruited fewer than 10 students and has been withdrawn
2. MSc Real Estate Development and MSc Real Estate Asset Management – it was noted that actual intake figures are below target but that entry for 2013 was only advertised in May. This year is the first year it is fully going through UCAS and so should recruit properly.
3. MSc Competition, Regulation and Development – no intake to this programme has been reported.

**Action: Fiona** to investigate if no students have been recruited

**MBS**

1. MSc Executive Management (Banking and Finance) – This programme is not currently running. The programme was contracted by an Executive Education client.  The programme remains available for further clients.  A PGDip and part time MSc version of the programme is currently running for clients.
2. PG Cert Health Management and Leadership (PT) - it was noted that this programme has now been closed as the contract to deliver this programme has now come to an end.
3. MSc Management - it was noted that actual intake figures are below target but well above minimum numbers
4. MSc Leadership and Service Improvement (PT) Joint with B’Ham -– it was noted that the contract to deliver this programme to the NHS has come to an end. The School, along with Birmingham have been successful in winning the tender to deliver the superseding programme.
5. PGC Leadership and Service Improvement (PT) Joint with B’Ham - – it was noted that the contract to deliver this programme to the NHS has come to an end. The School, along with Birmingham have been successful in winning the tender to deliver the superseding programme.
6. MSc Chinese Business and Management - it was noted that this programme has now been closed and withdrawn
7. General Executive MBA – it was noted that the start of this programme has been delayed.  Recruitment is healthy but delivery has not yet started.
8. Global MBA - it was noted that this MBS WorldWide programme is not using Campus Solutions but the numbers on this programme remain healthy.
9. MSc/ PGDip/ PGCert Healthcare Leadership (consortium with B’ham) – it was noted that the students on this programme initially register with the University of Birmingham and are subsequently registered with Manchester.  There are three intakes per year each of 192 students.

**SALC**

1. MA Conference Interpreting/ PGDip Conference Interpreting – It was noted that actual intake figures are below target and so need to be watched. Abigail Gilmore was not present to comment. **Action: Abigail** to provide feedback
2. MA (Research) Languages and Cultures (FT & PT) – It was noted that actual intake figures are below target numbers which have already been revised as they were seen as unrealistic. It was questioned how much it costs to deliver this if numbers are reducing.

**Action: Abigail** to provide feedback

1. MA Intercultural Communication (FT & PT) – It was noted that actual intake figures are slightly below target and so need to be watched but international recruitment is healthy. **Action: Abigail** to provide feedback
2. PGCert Global Health (Distance Learning); PGDip Global Health (Distance Learning); MA Global Health (Distance Learning) – it was noted that actual intake figures are above target.
3. MA International Disaster Management (FT & PT) – it was noted that the actual intake figures are above target.
4. MA Peace Building - It was noted that actual intake figures are below target and so need to be watched as numbers as they appear to be falling. **Action: Abigail** to provide feedback

**SoSS**

1. MA Social Anthropology - it was noted that actual intake figures are below target and seem to be following a downward pattern so need to be watched. 2013 figures are below target but still viable.
2. MA Philosophy – it was noted that this programme has been withdrawn.

**6. NPP1 Programme approvals**

**6.1 PG Cert in Higher Education (SEED)**

Steve Jones spoke to the paper.

**Reported:**

It was reported that MIE have been commissioned to put together this programme that will be aimed at academic and PSS staff within the University. It was noted that this could eventually be expanded to staff around the North West and then overseas. The University of Manchester is one of few Russell Group institutions to offer no such qualification at present.

This PGCert will build on the New Academics Programme (NAP) and complement the widening range of CPD activities on offer. This programme is seeking permission to APL 30 credits for those who have successfully completed the NAP and/ or those who have gained an HEA Fellowship at other institutions.

The content is deemed to be appropriate for PSS staff as it will allow selection from 4 optional units (one applicable in MHS only).The estimated cohort size will be for around 25-30 for the first year and the numbers permitted to take individual units would be capped at 20 students. It will be recommended for feedback to be delivered via grademark.

**Queried:**

It was queried how this relates to the 30 credit UG Cert in Higher Education that was previously delivered in 2008 by Peter Khan. Steve reported that he was not aware of the previous programme but that this new PG Cert will be coordinated by MIE with one unit delivered by Faculty.

**Action:**

Amendment required on page 5 of the NPP2 document to state that ‘the provision of feedback will be guided by SEED policies’ and not SAHC. The website URL also requires changing to SEED policies page.

**Approved:**

Programme granted approval to proceed.

**6.2 Network Rail Programme MBS**

David Lowe spoke to the paper

**Reported:**

It was reported that the opportunity has arisen for MBS to enter a joint bid with Cirrus in a tender competition for the Network Rail Senior Leaders Programme. It has been confirmed that this bid is now within the last three being considered. Currently delivery to Network Rail is provided by Cirrus and Warwick University but the application has been welcomed by Network Rail. The tender for this proposal was submitted on the 12th March and so any forthcoming programme content designs will be subject to that tender being awarded.

MBS intend to align the PGCert referred to in the bid document to the PG Cert in Major Programme Management that is currently being developed in conjunction with the Centre for Infrastructure Development (CID). It was noted that two modules already exist as part of the MBA, so the programme appears to map onto what MBS is already trying to achieve.

The programme will be delivered through Executive Education, oversight will be delivered through MBS staff and delivery will be shared between MBS staff and cirrus staff. The programme will be delivered face to face and supported by a VLE. Assessments will be set by MBS and marked by MBS.

Network Rail will guarantee attendees and anticipate a maximum intake of 200 per annum. Based on past experiences the contract could be in place for 3-5 years. The fee per delegate is being agreed by Jane Crombleholme with the remit that it cannot undercut Master’s programme costs.

There are no issues of brand or reputation damage expected. The risk has been assessed as ‘medium’ due to the requirement that if the number of attendees exceeds 200 then MBS would be required to recruit external markers. A review of this proposal at school level is required to proceed if the tender is granted and the tender document is to be used in lieu of an NPP1.

**Approved:**

Programme granted approval to proceed subject to approval from MBS and if successful in being awarded the tender by Network Rail.

**7. Programme Amendments**

**LLM (Law)**

Dave Williamson spoke to the paper.

**Reported:**

It was reported that the existing approach of two 30-credit papers is being added towith the creation of an option for LLM students to complete one 60-credit dissertation instead. Research skills will be embedded rather than with students rescinding 10 credits as previously indicated. All students will have to attend research methods training.

 This proposal has been discussed at the staff-student liaison committee. Law has accepted that students want to be able to complete dissertations and so the demand for the dissertation route is expected to be high. There are resource implications which equate to of four additional members of staff. Supervision will go into work allocation models.

**Approved:**

Programme granted approval to proceed

**8. Programme Suspensions**

None reported

**9. Programme Withdrawals**

None reported

**10. Approvals by Panel since the last meeting**

None reported

**11. Chairs action taken since the last meeting**

Received for information a list of NPP1s, NPP2s, Programme Amendments, Suspensions and Withdrawals approved by Chair’s Action since the last meeting of 26th February 2014.

**12. Approval of External Examiners since the last meeting**

Received for information a list of external examiner appointments made since the last meeting of 26th February 2014

**13. Any other business**

None reported

**14. Date of the next meeting**

Wednesday 28th May 2014, 2.00-4.00 in the Keeper's Room, Whitworth Building